

## Scheduling an Emergency Appointment

Before requesting an Emergency Appointment, you must have already scheduled a regular appointment. Please contact the call center at 2229-1999 or visit [www.ustraveldocs.com/ni/](http://www.ustraveldocs.com/ni/)

**If you do not have a regular appointment scheduled, you will not be able to request an Emergency appointment.**

1. Go to [ustraveldocs.com](https://ustraveldocs.com) and select your country.

# APPLY FOR A U.S. VISA

Choose Your Country

**The Americas**

- Costa Rica
- Costa Rica (Spanish)
- El Salvador
- El Salvador (Spanish)
- Guatemala
- Guatemala (Spanish)
- Honduras
- Honduras (Spanish)
- Nicaragua
- Nicaragua (Spanish)
- Panama
- Panama (Spanish)

**Africa**

- The Gambia
- Ivory Coast
- Liberia
- Nigeria
- Sierra Leone

**Europe and Eurasia**

- Russia (English)
- Russia (Russian)
- Bulgaria (English)
- Bulgaria (Bulgarian)
- Georgia (English)
- Georgia (Georgian)
- Georgia (Russian)
- Lithuania (English)
- Lithuania (Lithuanian)
- Lithuania (Russian)
- Moldova (English)
- Moldova (Romanian)
- Moldova (Russian)
- Poland (English)
- Poland (Polish)
- Romania (English)


**South and Central Asia**

- Uzbekistan (English)
- India (English)
- India (Hindi)
- Sri Lanka (English)
- Sri Lanka (Sinhala)

**East Asia and The Pacific**

- Australia
- China
- Indonesia (English)
- Indonesia (Bahasa Indonesia)
- Japan (English)
- Japan (Japanese)
- Malaysia (English)
- Malaysia (Bahasa Malaysia)
- Thailand (English)
- Thailand (Thai)
- New Zealand
- Philippines (English)
- Philippines (Tagalog)
- Singapore (English)
- Singapore (Chinese)
- South Korea (English)

2. You will be taken to the following page. Please carefully read the information that applies to your circumstances. Once you are ready to schedule an appointment click the [Apply Now](#) button.



**APPLY FOR A U.S. VISA**

Original photographs courtesy: [www.shutterstock.com](http://www.shutterstock.com)

**APPLY NOW**

**Calendar Exchange Rate:** 3.46 PLN = 1 USD

**Expiration Date:** 01/01/2017

**Recent Activity**

**Login** You need to be logged in Facebook to see your friends' recent activity.

**PEDESTAL STUDENT INTERNSHIP PROGRAM | Embassy of the United States**  
14 people recommended this.

**Moving Video | Embassy of the United States**  
20 people recommended this.

**authentic artistry | Embassy of the United States**  
22 people recommended this.

**Welcome to the U.S. Visa Information Service for Poland.** On this website you can find information about U.S. immigrant and nonimmigrant visas and the requirements to apply for each. You can also learn how to pay the required visa application fee, and book an interview appointment at the U.S. Embassy in Warsaw and the U.S. Consulate in Krakow.

This is the official visa information website of the U.S. Mission in Poland.

**Immigrant Visa Information**

- Visa Types
- Visa Fees
- Steps and Payment Options
- US-956 Information
- Appointment Wait Times
- Photos and Fingerprints

**Local Visa Programs**


- Group/Free Programs
- Diplomatic and Government Officials
- Visas for Children

**Locations**

- U.S. Embassy and Consulates General
- Passport Collection

3. You will be taken to this page.

The screenshot shows a web page for scheduling a U.S. visa appointment. On the left, there is a 'Terms & Conditions' section. The main area is titled 'Registered Users' and contains instructions for new and existing users. Below the instructions are input fields for 'Username' and 'Password', a 'Login' button, and links for 'Forgot Your Password?' and 'New User?'. A CAPTCHA feature is present, showing the words 'future' and 'arrows' with a button to refresh the image. A 'Remember Me' checkbox is also visible.

If you are a new user, click “[New user?](#)” at the bottom of the page. If you already have a login, enter it in the appropriate spaces. You must type in the two words in the “Captcha” feature. If you have difficulty reading them, you may refresh the feature by clicking the circling arrows (  ).

Once you have successfully entered the online appointment system, you will see your dashboard.

The screenshot shows a dashboard for a user logged in as 'sarge.bon@tntel.com'. The dashboard is titled 'APPLY FOR A U.S. VISA in Romania'. On the left, there is a sidebar with links: 'Schedule Appointment', 'Drop Scheduling Request', 'Provide Feedback', 'Update Profile', and 'Logout'. The main area is titled 'My Dashboard' and contains a message: 'My Dashboard lets you track the progress of your visa application from start to finish. Please select an option.' Below this message are four buttons: 'Visa Information', 'Fee Payment', 'Family Details' (with 'Members: 0' below it), and 'Document Delivery Information'. The 'Family Details' button is highlighted.

If you have not done so, schedule a regular appointment by clicking “**Schedule Appointment**” in the upper left corner of the screen. Follow the instructions until you select an appointment date from the schedule calendar.

Once you have scheduled an appointment, log out of the online appointment system, and then log back in. You will now see the “**Emergency Request**” option on the left-hand side.



Selecting that option will give you the following instruction page:



At the bottom of the page the system asks you to “Click [Here](#) to request an emergency appointment”. By doing so you will see the emergency request e-form:

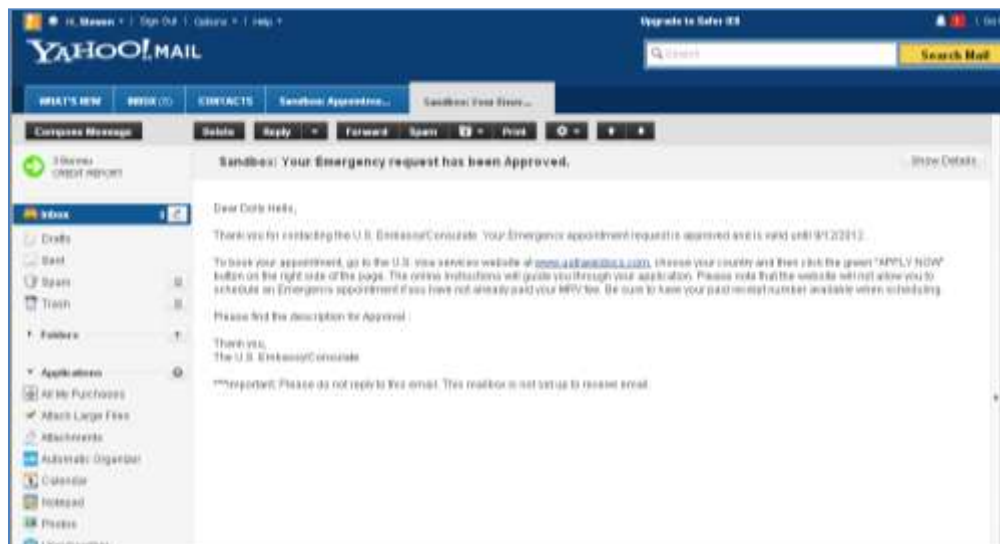
The screenshot shows the 'Emergency Request' form on the 'APPLY FOR A U.S. VISA in Ukraine' website. The left sidebar contains links: Cancel Appointment, Reschedule Appointment, Emergency Request (highlighted), Group Scheduling Request, Appointment History, Provide Feedback, Update Profile, and Logout. The main form area has the following fields: 'Tentative Travel Date' with a dropdown menu showing '10/5/2012', 'Reason for Emergency' with a dropdown menu showing 'Medical Emergency', and a large text area for 'Brief Explanation of Emergency'. At the bottom, there is a note: 'You may attach one file to support your emergency request.'

Please fill it out completely. Please note that by scrolling down to the bottom of the page, you will find the option to download one .pdf file which may contain several documents. Once it is filled out click “**Submit**”.

This screenshot shows the same 'Emergency Request' form, but with sample data entered. The 'Tentative Travel Date' dropdown now shows '9/5/2012'. The 'Reason for Emergency' dropdown still shows 'Medical Emergency'. The 'Brief Explanation of Emergency' text area now contains the text: 'I don't see I good.' The rest of the form and sidebar remain the same as in the previous screenshot.

Now you should log out and wait, **at least three business days**, for the consular officer’s email transmitting the decision on your request:

When your request is approved you will receive the following email. Please follow the instructions closely.



When you log back into the online appointment system you will see the following dashboard:



You must now cancel your regular appointment by clicking on “**Cancel Appointment**” and selecting “**Yes**”



You will see the following verification:



Now select “**Schedule Appointment**” and click “**Continue**” through the answers you entered before until you reach the schedule calendar. This will show you the times and dates for the available emergency appointments:



Click on the “**Select**” box and then “**Schedule appointment**”.

You will see the confirmation letter:

Home Logout as: stevens@brown27@geton.com

[Cancel Appointment](#)  
[Reschedule Appointment](#)  
[Group Scheduling Request](#)  
[Appointment History](#)  
[Provide Feedback](#)  
[Update Profile](#)  
[Logout](#)

Your appointment has been scheduled.

### APPOINTMENT CONFIRMATION

To email the confirmation page as a PDF attachment, please enter your email address in the text box below and click on the 'Email Appointment Confirmation' link below. You may send the appointment confirmation to more than one email address.

Email to: stevens@brown27@geton.com

[Email Appointment Confirmation](#) [Download Appointment Confirmation](#) [Printable Version](#)

### APPLICANT DETAILS

Applicant Name:	Smith, Gully
Passport Number:	xy12345
Number of Applicants:	1

### U.S. EMBASSY DETAILS

You can choose to have the confirmation emailed to you, or print the letter by selecting one of the three options above the Applicant Details section.

You have now successfully scheduled your Emergency appointment.